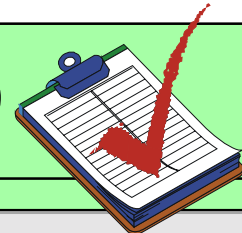


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Oct. 29, 2001

NEWS BRIEFS

YOU CAN STOP SMOKING

If you smoke and would like to quit, here's a place to start.

Starting Nov. 8, the Department for Public Health will host the Cooper/Clayton Method to Stop Smoking, a 12-week comprehensive program. The Cooper/Clayton Method is an effective smoking cessation method which addresses all aspects of smoking and incorporates the use of nicotine replacement products. The classes will be held weekly in the Health Services Auditorium from 7:30-8:30 a.m. Call Beth Thomas or Irene Centers at 564-7996 for more information.

NO CHECKUP LAST WEEK

Due to issues beyond our control, the CHS Checkup was not issued last week.



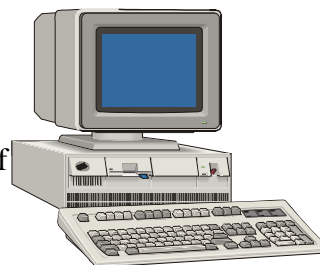
**TIP OF
THE
WEEK**

Don't depend on that candy bar for that boost of energy to get you through the afternoon. Take a walk instead. Immediately after eating a candy bar you might feel more energetic but an hour or so later you just might feel more tired than you were before. There's no question which is the better choice. A short, brisk walk is a very effective energy booster.

Tips On Computer Security


Want to do your part in helping provide security for CHS and the people you work with? Here are a few tips on what to do with your computer that will help keep it secure from anyone attempting to gain unauthorized access to CHS computers.

- Make your password a combination of numbers and letters, 8 to 14 characters long. Also use uppercase and lowercase letters.
- Change your password every month.
- Do not share your password with anyone. Don't write it down or put it in an obvious place.
- When you leave your desk for lunch or a meeting, "lock" your computer by hitting Control, Alt and Delete keys. Look for the



prompt that says "Lock Workstation" and click your mouse on this button. When returning, hit Control, Alt and Delete keys again and all you need to unlock it is your password.

- When you leave your office for the day, shut down your computer by going to "Start" and then "Shut Down." Pick the option that says "Close all programs and log on as a different user."

Unfortunately, the times we live in require these measures. Taking these steps can save you and your colleagues the grief of losing work products. These steps also will help keep confidential material safe. These apply to anyone using a CHS computer. 

CHS Purchasing Branch Recognized As Agency of the Year By KPPA

The Cabinet for Health Services' Purchasing and Operational Management Branch (POMB) has been named Agency of the Year by the Kentucky Public Procurement Association (KPPA).

CHS received this honor during KPPA's annual meeting held at the Executive West, Oct. 17 - 19 in Louisville and is the fourth recipient of this annual award.

POMB serves each agency within CHS by providing administrative support to achieve the Cabinet's mission of promoting and safeguarding the health and wellness of all Kentuckians. POMB processes purchases exceeding \$1,000 for all Cabinet agencies, except the Mental Health/Mental Retardation facilities which it monitors for
(Continued on Page 2)

POMB Honored As Agency of the Year By Procurement Group

(Continued from Page 1)

compliance with state procurement statutes, regulations, policies and procedures. Last year, the branch oversaw a purchasing volume of over \$874 million.

In addition, training was provided, in conjunction with FMRB, to management and staff on ethical and procedural issues related to purchasing. Branch staff also served on several committees that helped establish 21 Cabinet -wide procedures relating to issues ranging from purchasing to technology.

The Branch coordinated the

physical inventory and upload of all CHS assets into MARS. A scanning system was also put into place for the 2001 inventory. This will allow for better tracking of assets and insurance coverage.

During the past year, the staff also transitioned all financial activity associated with capital construction into the MARS system. All 25 projects created during the fiscal year were opened in MARS necessitating the creation of 150 MARS documents. This system also allows for the monitoring of 41 additional projects that are ongoing.



POMB staff show their award: Marilynn Glass (clockwise from the back row), Mary Todd Hart, Pat Lockhart (KCPC), Martha Colley (WSH), Joan Graham and Judy Peek (WSH).

Local Health Link Is Now Online

In an effort to curtail printing and mailing costs, Public Health is now publishing the *Local Health Link* on the Public Health website. You may find it at <http://publichealth.state.ky.us/Newsletters-Pub.htm>. Previous issues back to 1997 can also be found there. Any articles or questions about it may be addressed to Sandy Williams in Public Health.

Public Health is also publishing the department's Training Calendar on the web. It can be found at <http://publichealth.state.ky.us/> under **DPH Training Calendar**, which is a direct link to the current month.

KECC About To Wrap Up; Deadline Friday

Deputy Public Health Commissioner George Graham wants to thank CHS employees who have made a contribution to the Kentucky Employees Charitable Campaign (KECC).

Even though we have had many distractions to our normal lives due to events attacking our nation, the needs of Kentuckians who depend upon the help of community agen-

cies remain great, said Graham, the CHS coordinator for KECC.

This year's campaign is about to close. If you have not made a contribution, please reconsider and give your pledge to your KECC coordinator no later than Friday, Nov. 2.

All forms need to be turned in even if you decide not to contribute.

FLSA Training Offered Oct. 31

For all supervisors of employees grade 14 and above who were scheduled to attend the mandatory Fair Labor Standards Act Training we are providing one make-up session. If you were previously

schedule and did not attend or did not send a designee. The session will be on Wednesday, Oct. 31, at 9 a.m. in the Health Services Auditorium.

Please bring copies of the current position description records for each position you supervise Grade 14 and above.

The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. View newsletters at the CHS website at: <http://chs.state.ky.us/> Printed with state funds.

